



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

November 12, 2010

To: Supervisor Gloria Molina, Chair  
Supervisor Mark Ridley-Thomas  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: William T Fujioka  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## DEPARTMENT OF JUSTICE MEMORANDUM OF AGREEMENT FOR JUVENILE PROBATION CAMPS – RECRUITMENT REPORT FOR OCTOBER 2010 (ITEM 53, AGENDA OF OCTOBER 5, 2010)

On October 5, 2010, your Board directed the Chief Executive Officer (CEO), working in consultation with the Chief Probation Officer, Interim Director of Health Services, Director of Mental Health, and the Auditor-Controller, to prepare a status report on the recruitment of the staff necessary to remedy the health and mental health operational issues in the juvenile probation camps that are identified in the Department of Justice (DOJ) Memorandum of Agreement (MOA). This report provides the status of the recruitment effort and the fiscal controls that will be used to track expenditures and the allocation of the new personnel.

### **BACKGROUND**

Pursuant to County Code Section 6.06.020, your Board approved the allocation of \$7.9 million to increase the number of staff at the juvenile probation camps in order to meet the mental health and medical compliance requirements of the MOA. The recruitment effort is well underway and should be completed within the next few weeks. This should provide sufficient time to situate and train new personnel at the camps and bring the mental health and medical operations into compliance levels prior to the start of the final 12-month DOJ monitoring period, commencing October 2011.

*"To Enrich Lives Through Effective And Caring Service"*

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## **STAFF RECRUITMENT AND HIRING**

For this reporting period, the Auditor-Controller (A-C), Department of Health Services – Juvenile Court Health Services (DHS/JCHS), and the Department of Mental Health (DMH) report the following statistics:

Classification	No. Positions			
	Working	Being Processed	To be Filled	Total Budgeted
<b>AUDITOR-CONTROLLER (as of 10/28/10)</b>				
Intermediate Accountant Auditor	4	0	0	4
Program Specialist	1	0	0	1
Total	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
<b>DEPARTMENT OF HEALTH SERVICES (as of 11/02/10)</b>				
Light Vehicle Driver	0	0	2	2
Intermediate Clerk	0	1	1	2
Intermediate Typist-Clerk	0	1	1	2
Clinic Nursing Attendant II	0	0	1	1
Pharmacist	0	1	0	1
Pharmacy Technician	0	1	0	1
Phlebotomy Technician	0	1	0	1
Registered Nurse II	0	0	8	8
Senior Physician	0	1	1	2
Supervising Clinic Nurse I	0	1	2	3
Total	<b>0</b>	<b>7</b>	<b>16</b>	<b>23</b>
<b>DEPARTMENT OF MENTAL HEALTH (as of 11/3/10)</b>				
Administrative Manager III	0	0	1	1
Clinical Psychologist II	1	8	2	11
Intermediate Typist-Clerk	0	2	5	7
Mental Health Clinical Program Head	1	0	1	2
Mental Health Psychiatrist	0	0	3	3
Psychiatric Social Worker II	18	14	0	32
Secretary III	0	0	2	2

Sr Community Mental Health Psychologist	1	1	0	2
Senior Secretary III	0	0	1	1
Supervising Psychiatric Social Worker	2	1	1	4
Training Coordinator, Mental Health	0	0	1	1
Total	23	26	17	66
<b>TOTAL BUDGETED POSITIONS</b>	<b>28</b>	<b>33</b>	<b>33</b>	<b>94</b>

#### Auditor-Controller

The A-C has filled all five positions and began the County's internal monitoring of the MOA provisions on October 26, 2010.

#### Department of Health Services

DHS/JCHS has filled seven of the 23 positions, which are being processed to start County employment, including Live Scan clearance. DHS/JCHS continues to conduct interviews for the remaining positions, of which the majority are nursing items. DHS/JCHS has been aggressively recruiting nurses from the existing eligibility lists. Interviews were conducted on October 5, 6, 7, and 12, 2010. Unfortunately, many of the candidates were not interested because of the camp locations and/or were not viable for the camps. For those positions that would be stationed at the Challenger Memorial Youth Center (Challenger), DHS/JCHS has focused efforts in the North County. The next all-day interview session is scheduled for November 5, 2010. DHS/JCHS Nursing Leadership is also collaborating with Human Resources to identify current DHS employed nursing staff that may be interested in supporting DHS/JCHS on a part-time basis through the relief nurse and registry programs. DHS/JCHS anticipates filling the remaining 16 positions and having these individuals trained, on the job, and ready for compliance monitoring by January 2011.

#### Department of Mental Health

DMH recruitment efforts have been concentrated on filling the clinical positions that would provide direct services to the juveniles in the camps. As of October 28, 2010, 47 of the 50 clinical positions have been filled with individuals who have already started working or are in various stages of the hiring process. DMH recruitment efforts have included looking internally for staff transfer opportunities and canvassing candidates on existing eligibility lists; whereupon, five clinicians have accepted assignments at the

camps. DMH also conducted six job fairs between August 31, 2010 and October 21, 2010, at Camp Rocky, Challenger, and the Dorothy Kirby Center. The job fairs included facility tours to provide candidates with a perspective of the clinical setting and client population. Of the 240 candidates interviewed at the job fairs, 42 individuals were offered and accepted clinical positions. DMH anticipates filling the remaining clinical and administrative positions and having individuals on the job by mid-December 2010.

A training plan for new staff is in place and will be augmented with additional clinical training as the Integrated Treatment Model is implemented to address the Behavior Management and Rehabilitation Provisions of the MOA. In addition, all new staff attend small group intensive training with the Quality Assurance Coordinator before they begin to provide clinical service in the camps.

Many provisions of the Camp Settlement Agreement, which directly relate to mental health, are identical to provisions in the Juvenile Hall Settlement Agreement. As a result, the modifications to the forms, policies, and procedures that were developed and implemented to bring the juvenile halls into DOJ compliance have already been put in place with the current staff in the camps. As the new staff are brought onboard and trained, this will expedite their ability to practice in a manner compliant with the DOJ agreement.

Finally, DMH has established internal quality assurance protocols in the camps that are consistent with the model used in the juvenile halls. This includes staff participation in Quality Assurance Committees that serve as a training and supervision mechanism. Quality Assurance Audits will also be conducted to demonstrate compliance with the provisions of the agreement. Currently, compliance audits have started for the psychiatric provisions of the MOA and will be initiated for the remaining provisions. Such quality assurance measures will ensure that training and service delivery meet the expectations of the DOJ.

Additional details of this multi-department recruitment effort are provided in Attachment I, including the work location, target dates, and pertinent comments.

### **FISCAL CONTROLS**

CEO convened a meeting on October 12, 2010, with A-C, DMH, DHS, and Probation to discuss how to implement and monitor the services and costs related to the DOJ compliance action plan. A-C and CEO are developing a tracking mechanism to be used by departments for all financial and timecard transactions using the eCAPS financial and time collection systems. One mechanism that we are reviewing is having

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employees hired under the MOA to code their timecards against the \$7.9 million allocation. Similarly, DOJ related services would also be processed through the financial system with a comparable coding requirement. In any event, using the eCAPS financial and time collection systems will allow us to generate reports for personnel allocation, costs, and other department needs.

We will continue to provide your Board status updates of our continued efforts. If you have any questions regarding this matter, please do not hesitate to contact me or your staff may contact Deputy Chief Executive Officer Jacqueline A. White, Public Safety, at (213) 893-2374.

WTF:BC:JAW  
SW:DT:llm

Attachment

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor  
Health Services  
Mental Health  
Probation

**DEPARTMENT OF JUSTICE MEMORANDUM OF AGREEMENT  
LOS ANGELES COUNTY JUVENILE PROBATION CAMP  
POSITION RECRUITMENT REPORT**

Facility	Classification	No. Positions			Total Budgeted	Deadline for		Functioning at DOJ Compliance Levels	Comments
		Hired and Working	Hired but being Processed	To be Filled		Recruitment	Start Date		
<b>AUDITOR-CONTROLLER (as of 10/28/10)</b>									
Camps	Intermediate Accountant Auditor	4			4				
Camps	Program Specialist	1			1				
		5	0	0	5				
<b>DEPARTMENT OF HEALTH SERVICES (as of 11/02/10)</b>									
Camp (Mental Health Rotation)	Senior Physician, MD		1		1	10/15/2010	12/15/10	01/03/10	PAR in approval process.
Camp (Mental Health Service)	Phlebotomy Technician		1		1	10/31/2010	12/15/10	01/03/10	Candidate scheduled for Employee Health.
Camp Rocky	Registered Nurse II			1	1	11/30/2010	01/03/11	01/17/11	Interviews in process.
Camp Scott/Scudder	Registered Nurse II			2	2	11/30/2010	01/03/11	01/17/11	Interviews in process.
Central Juvenile Hall - Pharmacy	Light Vehicle Driver			2	2	11/30/2010	01/03/11	01/17/11	Exam requested to be opened. Previous list exhausted.
Central Juvenile Hall - Pharmacy	Pharmacist		1		1	10/31/2010	12/15/10	01/03/10	Candidate scheduled for Employee Health.
Central Juvenile Hall - Pharmacy	Pharmacy Technician		1		1	11/30/2010	01/03/11	01/17/11	Interviews in process.
Challenger Memorial Youth Camp	Clinic Nursing Attendant II			1	1	11/15/2010	12/15/10	01/03/11	PAR in approval process.
Challenger Memorial Youth Camp	Intermediate Clerk			1	1	11/30/2010	01/03/11	01/17/11	PAR in approval process.
Challenger Memorial Youth Camp	Intermediate Clerk			1	1	11/30/2010	01/03/11	01/17/11	Interviews in process.
Challenger Memorial Youth Camp	Intermediate Typist-Clerk		1		1	11/15/2010	12/15/10	01/03/11	Interviews in process.
Challenger Memorial Youth Camp	Intermediate Typist-Clerk			1	1	11/30/2010	01/03/11	01/17/11	Interviews in process.
Challenger Memorial Youth Camp	Registered Nurse II			4	4	11/30/2010	01/03/11	01/17/11	Working with Contracts & Grants, Registry Agency.
Challenger Memorial Youth Camp	Senior Physician, MD			1	1	11/30/2010	01/03/11	01/17/11	PAR in approval process;
Challenger Memorial Youth Camp	Supervising Clinic Nurse I		1		1	10/31/2010	12/15/10	01/03/11	Pending acceptance.
Challenger Memorial Youth Camp	Supervising Clinic Nurse I			1	1	11/15/2010	12/15/10	01/03/11	Interviews in process.
Dorothy Kirby Center	Registered Nurse II			1	1	11/30/2010	01/03/11	01/17/11	Interviews in process.
Dorothy Kirby Center	Supervising Clinic Nurse I		1		1	11/30/2010	01/03/11	01/17/11	Interviews in process.
		0	7	16	23				
<b>DEPARTMENT OF MENTAL HEALTH (as of 11/03/10)</b>									
Assessment Center	Clinical Psychologist II	1	2		3	11/15/2010	11/15/2010	11/29/2010	List received - establishing interviews
Assessment Center	Intermediate Typist-Clerk			1	1	11/15/2010	12/13/2010	12/27/2010	
Camp (Admin - South)	Mental Health Clinical Program Head	1			1	10/30/2010	10/26/2010	11/9/2010	
Camp (Admin - South)	Secretary III			1	1	11/15/2010	12/13/2010	12/27/2010	List received - establishing interviews
Camp Afterbaugh/Paige	Psychiatric Social Worker II	2			2	10/13/2010	10/27/2010	10/27/2010	
Camp Afterbaugh/Paige	Supervising Psychiatric Social Worker	1			1	9/17/2010	11/01/2010	11/15/2010	
Camp Miller/Kilpatrick/Gonzalez	Intermediate Typist-Clerk			1	1	11/15/2010	12/13/2010	12/27/2010	
Camp Miller/Kilpatrick/Gonzalez	Psychiatric Social Worker II	4	1		5	9/27/2010	10/12/2010	10/12/2010	List received - establishing interviews
Camp Miller/Kilpatrick/Gonzalez	Psychiatric Social Worker II					10/18/2010	11/01/2010	11/08/2010	
Camp Miller/Kilpatrick/Gonzalez	Supervising Psychiatric Social Worker					10/25/2010	11/08/2010	11/22/2010	
Camp Munz/Mendenhall	Psychiatric Social Worker II	1			1	9/15/2010	10/12/2010	10/26/2010	Pending Live Scan clearance
Camp Rocky	Clinical Psychologist II		1		1	10/30/2010	11/29/2010	12/13/2010	Pending Live Scan clearance
Camp Rocky	Intermediate Typist-Clerk		1		1	10/30/2010	11/29/2010	12/13/2010	Pending Live Scan clearance
Camp Rocky	Mental Health Psychiatrist			1	1	11/15/2010	12/13/2010	12/27/2010	Interviews in process
Camp Rocky	Psychiatric Social Worker II	4			4	9/27/2010	10/13/2010	(1) 10/08/2010 (1) 10/27/2010	
Camp Miller/Kilpatrick/Gonzalez	Clinical Psychologist II					10/13/2010	11/01/2010	(1) 10/27/2010 (1) 11/01/2010	
Camp Scott/Scudder	Intermediate Typist-Clerk		1		1	9/27/2010	11/01/2010	(1) 11/15/2010 11/22/2010	List received - establishing interviews
Camp Scott/Scudder	Psychiatric Social Worker II		1		1	9/9/2010	11/29/2010	12/13/2010	
Challenger Memorial Youth Camp	Clinical Psychologist II	3			3	9/20/2010	9/20/2010	(2) 10/04/2010 12/13/2010	Pending Live Scan clearance
Challenger Memorial Youth Camp	Intermediate Typist-Clerk		1		1	11/15/2010	11/29/2010	12/13/2010	List received - establishing interviews
Challenger Memorial Youth Camp	Mental Health Clinical Program Head			2	2	11/15/2010	12/20/2010	1/3/2011	
Challenger Memorial Youth Camp	Mental Health Psychiatrist			1	1	10/30/2010	12/13/2010	12/27/2010	List received - establishing interviews
Challenger Memorial Youth Camp	Mental Health Psychiatrist		2		2	11/30/2010	12/13/2010	12/27/2010	Interviews in process

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		Hired and Working	Hired but being Processed	To be Filled	Recruitment	Start Date		
					<b>Total Budgeted</b>			
Challenger Memorial Youth Camp	Psychiatric Social Worker II	2	10		12	11/15/2010	(1) 10/12/2010	Pending Live Scan clearance
Challenger Memorial Youth Camp	Senior Community Mental Health Psychologist	1			1	10/4/2010	10/21/2010	Pending Live Scan clearance
Challenger Memorial Youth Camp	Supervising Psychiatric Social Worker		1		1	11/15/2010	11/29/2010	Pending Live Scan clearance
Dorothy Kirby Center	Clinical Psychologist II		3		3	11/15/2010	12/13/2010	Pending Live Scan clearance
Dorothy Kirby Center	Intermediate Typist-Clerk			1	1	10/30/2010	12/20/2010	List received - establishing interviews
Dorothy Kirby Center	Psychiatric Social Worker II	3	2		6	9/20/2010	9/24/2010	Pending Live Scan clearance
Dorothy Kirby Center	Secretary III			1	1	10/30/2010	12/20/2010	DMH Appealing Allocation
Dorothy Kirby Center	Senior Community Mental Health Psychologist		1		1	11/15/2010	11/15/2010	Pending Live Scan clearance
Dorothy Kirby Center	Supervising Psychiatric Social Worker			1	1	11/15/2010	11/29/2010	List received - establishing interviews
Juvenile Justice Admin	Senior Secretary III			1	1	10/30/2010	12/20/2010	DMH Appealing Allocation
Quality Assurance Training	Administrative Manager III			1	1	11/15/2010	12/20/2010	DMH Appealing Allocation
Quality Assurance Training	Clinical Psychologist II			2	2	10/30/2010	11/29/2010	Interviews in process
Quality Assurance Training	Training Coordinator, Mental Health			1	1	10/30/2010	12/13/2010	List received - establishing interviews
		23	26	17	66			
<b>TOTAL BUDGETED POSITIONS</b>		28	33	33	94			

On August 17, 2010, the Board of Supervisors approved the Auditor-Controller, Department of Mental Health, and Department of Health Services to fill 94 positions during FY 2010-11, pursuant to County Code Section 6.06.020.